

ABANDONED PROPERTY REGISTRATION FORM

as stipulated in Section 318 Abandoned Properties
of the Codes of the Borough of Middlesex
Sections 1 & 2 must be completed

Section 1 (required):

PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____

Section 2 (required):

NAME OF BENEFICIARY/TRUSTEE/MORGAGEE: _____

MAILING ADDRESS (no PO Box): _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____

PHONE NUMBER OF CONTACT: _____

Section 3 (if applicable):

PROPERTY MANAGEMENT CO: _____

MAILING ADDRESS (no PO Box): _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____

PHONE NUMBER OF CONTACT: _____

Section 4 (if applicable):

ADDITION CONTACT INFORMATION: _____

By signing this, I understand that all the information provided above is true and accurate. Any changes to this information will be reported to the Borough of Middlesex within 10 days as required in section 318 of the Codes of the Borough of Middlesex. In addition to those attached, all other requirements of section 318 will be complied.

Applicant name & signature

date

Initial residential fee \$500; 1st year renewal \$1500; 2nd year renewal \$3000; 3rd + years \$5000 per year
Initial nonresidential fee \$1000; 1st year renewal \$3000; 2nd year renewal \$6000; 3rd + years \$10,000 per year

§318-4 Maintenance Requirements

- A. Properties subject to this section shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items, including but not limited to furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.
- B. The property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior-grade paint that matches the color of the exterior of the structure.
- C. Visible front and side yards shall be landscaped and maintained to the neighborhood standard at the time registration was required.
- D. Landscape requires, but is not limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation.
- E. Landscape does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet or any similar material.
- F. Maintenance includes but is not limited to regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings.
- G. Pools and spas shall be kept in working order so the water remains clear and free of pollutants and debris or drained and kept dry. In either case, properties with pools and/or spas must comply with the minimum security fencing requirements of the State of New Jersey and the Borough of Middlesex and must be covered when not in use.
- H. Adherence to this section does not relieve the beneficiary/trustee/mortgagee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.

§318-5 Security Requirements

- A. Properties subject to this section shall be maintained in a secure manner so as not to be accessible to unauthorized persons.
- B. "Secure manner" includes but is not limited to the closure and locking of windows, doors (walk-through, sliding and garage), gates and any other opening of such size that it may allow a child to access the interior of the property and/or structure(s). In the case of broken windows, "securing" means the reglazing or boarding of the window.
- C. If the property is owned by a corporation and/or out-of-area beneficiary/trustee/owner/mortgagee, a local property management company shall be contracted to perform weekly inspections to verify that the requirements of this section, and any other applicable laws, are being met.
- D. The property shall be posted with the name and twenty-four-hour contact phone number of the local property management company. The posting shall be no less than 18 inches by 24 inches and shall be of a font that is legible from a distance of 45 feet and shall contain, along with the name and twenty-four-hour contact number, the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL." The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street or secured to the exterior of the building/structure facing the street to the front of the property so it is visible from the street or, if no such area exists, on a stake of sufficient size to support the posting in a location that is visible from the street to the front of the property but not readily accessible to vandals. Exterior posting must be constructed of and printed with weather-resistant materials.
- E. The local property management company shall inspect the property on a weekly basis to determine if the property is in compliance with the requirements of this article.

§318-6 Additional Authority

In addition to the enforcement remedies, the Construction Official or his or her designee shall have the authority to require the beneficiary/trustee/owner and/or owner of record of any property affected by this section to implement additional maintenance and/or security measures, including but not limited to securing any/all door, window or other openings, installing additional security lighting, increasing on-site inspection frequency, employment of an on-site guard or other measures as may be reasonably required to arrest the decline of the property.

§318-9 Appeals

Any person aggrieved by any of the requirements of this article may appeal to the governing body, such appeal to be filed within 10 days after notification has been given to the aggrieved person.

§318-10 Violations

Violations of this article shall be treated as a strict liability offense regardless of intent. Any person, firm and/or corporation that violates any portion of this article shall be subject to prosecution and/or administrative enforcement and there shall be a penalty not less than \$250 or more than \$1,000 for each and every violation of this article. For purposes of this article, each calendar day that a Building remains vacant and has not been registered as required shall constitute a separate violation of this article.